

Minden-Tahoe Airport
Rules and Regulations

Adopted by the

**Douglas County Board of County
Commissioners**

on

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MINDEN-TAHOE AIRPORT
RULES AND REGULATIONS
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MINDEN-TAHOE AIRPORT RULES AND REGULATIONS

CHAPTER I - GENERAL PROVISIONS

1. DEFINITIONS

The following words, terms and phrases when used herein shall have the meanings ascribed below.

- 1. *AC* - Advisory Circular**
- 2. *Access Waiver* -** A written document issued by the Airport manager or his/her designee which authorizes certain access operations in areas not usually allowed by these Airport Rules and Regulations.
- 3. *Aeronautical Activity (or “Aeronautical Activities” or “Activity” or “Activities”)* -** Any activity or service that involves, makes possible, facilitates, is related to, assists in, or is required for the operation of Aircraft, or another Aeronautical Activity, or which contributes to or is required for the safety of such operations. Aeronautical Activities include, but are not limited to, sale of Aircraft Fuel and/or lubricants; passenger, crew, pilot services, and Aircraft ground services; support and amenities; Tiedown, hangar, Aircraft parking, office, and shop rental/subleasing; Aircraft Maintenance; avionics or instrument maintenance; Aircraft Rental; Flight Training; Aircraft Charter; Aircraft management, Aircraft sales; sailplane and/or glider services; sightseeing aerial photography; aerial spraying and agriculture aviation services; aerial advertising; aerial surveying; and any other activities that in the judgment of the County, because of their direct relationship to the operation of Aircraft or the Airport, can appropriately be regarded as an “Aeronautical Activity.” For purposes of these Minimum Standards, all products and services described herein are deemed to be “Aeronautical Activities”.

4. **Agency** – Any Federal, state, or local governmental entity, unit, agency, organization, or authority.
5. **Agreement** - A written agreement executed by both parties, and enforceable by law between the County and an Entity granting a concession, transferring rights or interest in land and/or improvements, and/or otherwise authorizing and/or prohibiting the conduct of certain activities.
6. **Air Charter or Taxi** - The commercial operation of providing air transportation of Person(s) or property for hire either on a charter basis or as an air taxi operator.
7. **Aircraft** - Any contrivance now known or hereafter invented which is used or designed for navigation of or flight in air, except a parachute or other contrivance designed for such navigation but used primarily for safety Equipment. This includes, but is not limited to, airplanes, airships, balloons, dirigibles, helicopters, gliders, gyrocopters, ground-effect machines, sailplanes, amphibians, and seaplanes.
8. **Aircraft Fuel** - All flammable liquids composed of a mixture of selected hydrocarbons expressly manufactured and blended for the purpose of effectively and efficiently operating an internal combustion, jet, or turbine engine. This shall include any substance (solid, liquid, or gaseous) used to operate any engine, which shall include Aircraft or Vehicles.
9. **Aircraft Management Operations** – A Commercial Operator engaged in the business of providing Aircraft flight dispatch, flight crews, or Aircraft maintenance coordination on behalf of an Aircraft Owner.

- 10. Aircraft Operation** - An Aircraft arrival at, or departure from, the airport.
- 11. Aircraft Movement Areas** - the runways, taxiways, and other areas of an airport that aircraft use for taxiing, takeoff, and landing, exclusive of loading ramps and parking areas.
- 12. Aircraft Owner** - A Person or Entity holding legal title or interest to an Aircraft, or any Person having exclusive legal possession of an Aircraft.
- 13. Aircraft Parking and Storage Areas** - Those hangar and Apron locations of the Airport designated by the County for the parking and storage of Aircraft.
- 14. Airport** - The Minden-Tahoe Airport, owned and operated by Douglas County, and all land, improvements, and appurtenances within the legal boundaries of the Airport as it now exist on the Airport Layout Plans as currently approved within the Master Plan and as it may be modified.
- 15. Airport Layout Plan (ALP)** - The currently approved scale drawing depicting the boundaries and physical layout of the Airport and identifying the location, type, dimensions and configuration of existing and proposed infrastructure and improvements, including but not limited to runways, taxiways, aprons, buildings, roadways, utilities, nav aids, as well as proposed extensions and reductions of existing Airport facilities.
- 16. Apron** – Those paved areas of the Airport within the movement area designated by the Airport Manager for the loading or unloading of passengers, servicing, or parking of Aircraft.

17. *Based Aircraft* - An Aircraft which the owner or lessee physically locates at the Airport for an undetermined period, and whenever absent from the Airport, its owner intends to return the Aircraft to the airport for long-term storage.

18. *Certificate of Insurance* – A certificate provided by and executed by an insurance company evidencing the insurance coverage's and limits of the operator.

19. *CFR* – Code of Federal Regulations, as codification of the general and permanent rules as published in the 1 Register, and as they may be amended from time to time.

20. *Commercial Aeronautical Activity* - Any activity (including Aeronautical Activities) conducted at or on the Airport by any Entity in which:

- a. the exchange, trading, buying, or selling of commodities, goods, services or property of any kind occurs at the Airport; or
- b. the engaging in any activity (including Aeronautical Activity) that occurs on the Airport for the purpose of securing revenue, earnings, income, and/or compensation, whether or not such revenue, earnings, and/or compensation are ultimately exchanged, obtained, or transferred; or
- c. the offering or exchange of any product, service, or facility occurs on the Airport as a part of other revenue, earnings, income, and/or compensation producing activity on or off the Airport.

21. *Commercial Operator* – An Entity engaging in an activity which involves, makes possible or is required for the operation of Aircraft, or which contributes to, or is required for the safe conduct and utility of such Aircraft Operations, the purpose of such Activity being to generate and/or secure earnings, income, compensation, and/or profit, whether or not such objectives are accomplished.

- 22. *Commercial Self-Service Fueling*** – Fueling of an Aircraft by the pilot using commercial Aircraft Fuel pumps installed for that purpose. The Aircraft Fueling facility may or may not be attended by the vendor, which is a Fixed Base Operator or a Limited Fixed Base Operator.
- 23. *Common Traffic Advisory Frequency (CTAF)*** - Radio frequency designed for the purpose of carrying out airport advisory practices while operating to or from an airport without an operating ATCT or when the tower is closed. The CTAF may be a UNICOM, MULTICOM, FSS, or tower frequency and is identified in appropriate aeronautical publications. (See below for definitions of UNICOM, MULTICOM, and FSS.)
- 24. *Employee(s)*** – Any individual employed by an Entity or employment agency where by said Entity or employment agency collects and pays all associated taxes and benefits on behalf of Employee (i.e., social security and Medicare).
- 25. *Entity (or “Entities”)*** – Includes a Person; Persons; firm; partnership; limited liability; partnership or corporation; Agency: unincorporated proprietorship, association, or group; or corporation other than the Airport, and includes any trustee, receiver, assignee, or other similar representative.
- 26. *Equipment*** – All property and machinery, together with the necessary supplies, tools, and apparatus for the proper conduct of the Activity being performed.
- 27. *Exclusive Right*** - A power, privilege, or other right excluding or debarring another from enjoying or exercising a like power, privilege, or right. An Exclusive Right can be conferred either by express Agreement, Contract, License, Lease, and Permit or by the imposition of unreasonable standards or requirements, or by any other means. Such a right conferred on

one or more Entities, but excluding others from enjoying or exercising a similar right or right would be an Exclusive Right.

32. FAA – the Federal Aviation Administration.

33. Fixed Base Operator (FBO) - A full service Commercial Operator that is authorized to engage in the sale of products, services, and facilities to Aircraft operators including at a minimum, the following Aeronautical Activities at the Airport:

- a. Aircraft refueling to include Jet Fuel, AvGas, and Aircraft lubricants
- b. Aircraft Line Services
- c. Airframe and Power Plant Maintenance
- d. Aircraft storage/hangar rentals and Tiedowns
- e. Passenger, Crew, and Aircraft ground services, support and amenities
- f. FBOs may also provide optional services as approved by the County, which may include Flight Training, Aircraft Rental, Aircraft Charter or Air Taxi, Avionics Sales and Service.

34. Limited Fixed Base Operator (LFBO) - A limited service Commercial Operator who is authorized to engage in the sale of products, services, and facilities to Aircraft operators including at a minimum, the following Aeronautical Activities at the Airport:

- a. Aircraft refueling to include Self-Service 100LL, AvGas, and Aircraft lubricants
- b. Aircraft Line Services
- c. Airframe and Power Plant Maintenance
- d. Aircraft storage/hangar rentals and Tiedowns
- e. Passenger, Crew, and Aircraft ground services, support and amenities

- f. Limited FBOs may also provide optional services as approved by the County, which may include Flight Training, Aircraft Rental, Aircraft Charter or Air Taxi, Avionics Sales and Service.

35. *Flight Training* - The commercial operation of instructing pilots in dual and solo flight, in fixed or rotary wing Aircraft, and related ground school instruction as necessary to complete a FAA written pilot's examination and flight check ride for various categories of pilots licenses and ratings. Flight Training shall also include any portion of a flight between two or more airports or other destinations where the primary purpose is to increase or maintain pilot or crew member proficiency.

36. *Flying Club* – A non-commercial and nonprofit Entity organized for the purpose of providing its members with any number of Aircraft for their personal use and enjoyment. Aircraft must be vested in the name of the Flying Club owners on a pro-rata share, and the club may not derive greater revenue from the use of the Aircraft than the cost to operate, maintain, and replace the Aircraft.

37. *Fuel Storage Area* - Any portion of the Airport designated temporarily or permanently by the County as an area in which aviation or motor Vehicle gasoline or any other type of Aircraft Fuel or fuel additives may be stored or loaded.

38. *Fueling or Fuel Handling* - The transportation, sale, delivery, dispensing, storage, or draining of Fuel or Fuel waste products to or from Aircraft, Vehicles, or Equipment.

39. *General Aviation* - All of aviation with the exception of Aircraft manufacturing, military aviation, and scheduled commercial air carrier operations. General Aviation Aircraft are utilized for commercial and non-commercial purposes including business/corporate,

recreational/pleasure, charter/air taxi, industrial/special purpose, and instructional.

40. Hazardous Material - Any oil, petroleum products, flammable substances, explosives, radioactive materials, hazardous waste, toxic waste, or substances, or any other waste, materials or pollutants which may pose a threat to the health and safety of the owners, occupants, or any persons on entering the Leased Premises or properties adjacent to it and/or cause the property to be in violation of any regulatory measure.

41. Improvements – All buildings, structures and facilities including pavement, concrete, fencing, signs, lighting, and landscaping, constructed, installed or placed on, under or above any land on the Airport.

42. Incident – An occurrence other than an accident, associated with the operation of an Aircraft, which affects or could affect the safety of operations.

43. Lease - A written contract between the County and a Commercial Operator (Lessee) specifying the terms and conditions under which an Operator may occupy and operate from certain Airport facilities and/or property.

44. Leased Premises – The land and/or Improvements leased by the Commercial Operator, Person or Entity.

45. Lessee – An Entity that has entered into an Agreement with the County to occupy, use, and/or develop land and/or Improvements and engage in Aeronautical Activities.

46. Manager – The Airport Manager or such other Employee of the Airport as the Manager may from time to time designate to carry out the duties of the Airport Manager.

- 47. *Minimum Standards*** - The qualifications, standards, and criteria, as established by the Airport owner as the minimum requirements that shall be met by any businesses engaged in Commercial Aeronautical Activities for the right to conduct those Activities.
- 48. *Non-Commercial Operator*** – An Entity that either owns or leases and operates Aircraft for personal or recreational purposes. In the case of a business, the operation of Aircraft must be an ancillary Activity to support the businesses proposes by providing transportation for the exclusive use of its Employees, agents, and/or customers. In all cases, the Non-Commercial Operator neither offers nor engages in Commercial Aeronautical Activities.
- 49. *NOTAM*** – Notice to Airmen.
- 50. *NFPA*** – National Fire Protection Association.
- 51. *Obstacle free area*** – 75 feet from the centerline of any active taxiway, 125 feet from the centerline of Runway 12/30, and 250 feet from the centerline of Runway 16/34 (See AC 150/5300-13 as amended).
- 52. *Permit*** - Administrative approval issued by the County to a Person or company to conduct an Aeronautical Activity, and provide such services, to based and transient Aircraft, only from facilities and locations where such services are authorized.
- 53. *Person*** - An individual, corporation, firm, partnership, association, organization, and any other group acting as an Entity, to conduct business on the Airport. Person includes a trustee, receiver, assignee or similar representative.

54. Preventive Aircraft Maintenance - Maintenance that is not considered a major Aircraft alteration or repair and does not involve complex assembly operations as listed in 14 CFR Part 43, as now or hereafter amended except for Item 22 in the Regulation. Item 22 involves the replacement of prefabricated Aircraft Fuel lines, and shall, for purposes of these regulations, be considered a major Aircraft repair.

55. Roadway - Any street or road whether improved or unimproved, within the boundaries of the Airport and designated for use by ground Vehicles.

56. Rules and Regulations – The Airport Rules and Regulations, as they currently exist and as they may be amended from time to time, or any successor ordinance, rule, or regulation adopted by Douglas County.

57. Runway protection zones (RPZ) - The trapezoidal areas which begin 200 feet beyond the runway end of a paved runway and are centered on the extended runway centerline. The RPZ of an unpaved runway begins at the end of the runway. The RPZ of runway 12/30 is 250 feet wide at the end nearest to the runway, 1,000 feet long, and 500 feet wide at the end farthest from the runway. The RPZ of runway 16/34 is 500 feet wide at the end nearest to the runway, 1,000 feet long, and 700 feet wide at the end farthest from the runway. (See AC 150/5300-13 as amended.)

58. Runway Safety Area - the area from the edge of the runway to the edge of the parallel taxiway and an equal area on the other side of the runway. (See AC 150/5300-13 as amended.)

59. Self–Fueling - Self-fueling means the fueling or servicing of an aircraft (i.e. changing the oil, washing) by the owner of the aircraft with his or her own employees and using his or her

own equipment. Self-fueling and other self-services cannot be contracted out to another party.

60. *Specialized Aviation Service Operation (SASO)* - A Commercial Operator that is authorized to provide any one or combination of the following Activities:

- a. Airframe and Power Plant Maintenance
- b. Avionics Sales and Maintenance
- c. Aircraft Rental, Flying Club, or Flight Training
- d. Aircraft Charter or Aircraft Management
- e. Aircraft Storage or Hangars
- f. Aircraft Sales
- g. Specialized commercial aviation services
- h. Temporary specialized commercial service

61. *Specialized Flying Services* - Providing specialized commercial flying services such as non-stop sightseeing tours, aerial photography or surveying, power line or pipeline patrol, firefighting or fire patrol, air ambulance, airborne mineral exploration, and other air transportation operations specifically excluded from 14 CFR Part 135, as now or hereafter amended.

62. *SOP* – Standard Operating Procedures.

63. *Sublease* - A written Agreement, approved by the County, stating the terms and conditions under which a third party Commercial Operator leases space from a Lessee for the purpose of providing Aeronautical Activity at the Airport.

- 64. *Taxilane*** - The portion of the Airport Apron area, or any other area, used for access between taxiways and Aircraft parking or storage area(s).
- 65. *Taxiway*** - A defined path established for the taxiing of Aircraft from one part of the Airport to another.
- 66. *Tiedown*** – An area paved or unpaved suitable for parking and mooring of Aircraft wherein suitable Tiedown points are located.
- 67. *UNICOM*** - A two-way communication system operated by the governmental Entity or their designee that may provide airport advisory information.
- 68. *Vehicle*** – Any device that is capable of moving itself, or being moved from place to place on wheels; but does not include any device designed to be moved by human muscular power or designed to move primarily through the air.
- 69. *Vehicle Parking Area*** - Any portion of the Airport designated and made available temporarily or permanently by the County for the parking of Vehicles.

2. USE OF AIRPORT

A. All users of the Airport, including FBOs and SASOs, or any of its facilities are subject to these Rules and Regulations. Violations of these rules and regulations may be handled administratively by the Airport Manager and the Board of County Commissioners as described in paragraph B below, or by citation or arrest by the Douglas County's Sheriff's department under chapter I, section 8 Penalties.

B. The use of the Airport or any of its facilities is a privilege which can be suspended or revoked by the Board or the Airport Manager. For any violations or

willful noncompliance of these rules and regulations the Airport Manager may warn persons and, when necessary to avoid endangering persons and property and to insure the safe operation of the Airport, the Airport Manager may suspend or revoke a person's privilege to use the Airport. Any decision by the Airport Manager involving the loss of use must be in writing and include the reasons and the dates for removal or suspension of privileges. A copy of the decision must be given to the person being suspended or revoked. The decision may be appealed to the Board by filing a written appeal stating the reasons why the decision to suspend or revoke use of the Airport is erroneous, within five (5) working days of the date of decision. If a decision is appealed, the loss of use is stayed until it is reviewed by the Board unless it involves the health, safety or welfare of the Airport and/or the Airport users. The Board will hear the appeal within 25 working days of the filing of the appeal. A person whose use of the Airport has been revoked may request reinstatement by the Board after one year.

C. Any person who, after verbal or written notice to vacate the Airport, or during a time when they have lost their privilege to use the Airport, is upon Airport property will be subject to full prosecution of Nevada Revised Statutes 207.200 - Trespass.

D. The use of the Airport is conditioned on the assumption of full responsibility and risk by the user for any intentional act, negligent act, omission to act, or civil rights action by the user, and the user agrees to release and hold harmless and indemnify the County, its Board, officers, agents and employees from any liability of loss or injury resulting from these acts or claims.

E. When an emergency exists at the Airport, the Airport Manager, or other officially designated representative, is empowered to issue such directives and take such action

as necessary to protect people, property and assets, and promote the safe operation of the Airport. Such directives and actions of the Airport Manager have the power of regulation as long as the emergency exists. Should any part of these Rules and Regulations conflict with Federal, State or local government laws, Douglas County Code or ordinances, then such Federal, State or local government authority takes precedence.

F. The Airport Manager shall have the authority to suspend flying operations when, in his/her opinion, the condition of the landing field is such to make the Airport operations unsafe, or when instructed to do so by the FAA or TSA, or other governing agency.

G. All persons, including but not limited to, employees, users, customers, and visitors are expected to comply with the provisions of these Rules and Regulations. The use of the Airport or any of its facilities in any manner, by any person, tenant, or entity, shall create an obligation on the part of the user to obey all the Rules and Regulations herein provided and adopted by the Board, and all other Douglas County Code or administrative procedures pertaining to the Airports operations.

H. All Commercial Aviation Businesses using the Airport shall furnish their services on a fair, equal and non-discriminatory basis. Commercial Aeronautical Businesses will not, on the grounds of religion, race, color or national origin, sex, age, height, weight, marital status, or handicap, discriminate against any person, or groups of persons in any manner prohibited by Title VI of the Civil Rights Act of 1964; or by Part 15 of the Federal Aviation Regulations. Airport management shall have the right to take such action as the Federal Government may direct to enforce this

obligation.

3. AIR SHOWS, SPECIAL EVENTS

A. Any formal or sponsored activity conducted on, or above Airport property outside of normal or routine activities will be required to secure a Conditional Use Permit as a one time event issued by the Board. This authorization by the Airport Manager is not a license to proceed with the event. It is merely an authorization to pursue the feasibility and planning process for a special event. This step is necessary so that details of the planning are not allowed to proceed excessively before the Board is brought into the process.

B. A Conditional Use Permit must be approved by the Board. The application for a permit must be submitted to the Airport Manager at least six (6) months before the event and must specify the particular dates and times of the event. The permit is subject to the following:

1. The permit is not transferable or assignable.
2. An Airport use fee, as determined by the Airport fee resolution, must be paid before the event.
3. A cleaning deposit of \$1000.00 must be paid two weeks before the time of the event. The Airport Manager may refund the deposit if the area used is cleaned up after the event.
4. The permittee must, as an express condition precedent before the event, deposit with the Airport Manager, policies or evidence of insurance in the amount as determined by the Board.

5. The permittee must hold harmless and name as additional insureds, Douglas County, its Boards, officers, agents and employees.

6. The permittee must provide the number of trash receptacles and chemical toilets, as determined by the Airport Manager, for use during the event and remove them promptly after the event.

7. The permittee must provide an acceptable operations plan, with the operations personnel, security crowd control, aircraft and vehicle control to the Airport Manager before the event.

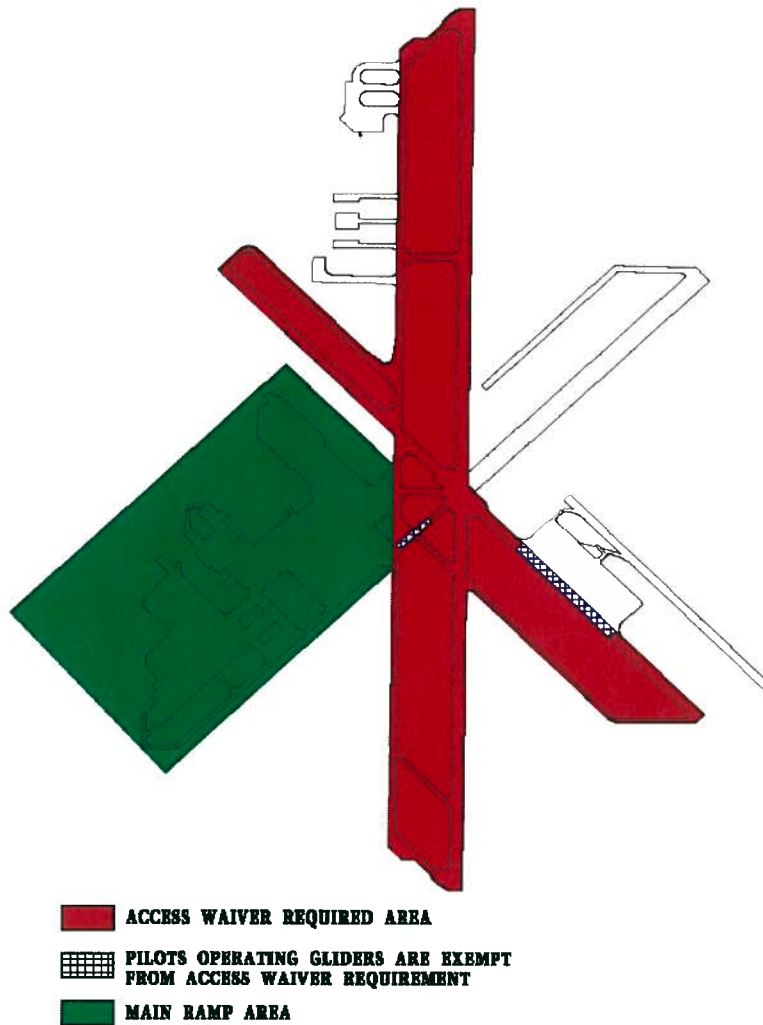
8. If the special event is expected to attract an attendance of 500 persons or more, the event sponsor must coordinate parking, road and highway impacts with local police, sheriff and/or the state police and obtain a festival permit from the County. The event sponsor must also submit a traffic and parking plan not less than 45 days prior to the event.

4. AIRPORT FEES AND CHARGES

Airport fees and charges are based on the current Airport fee resolution as adopted by the Board.

5. ACCESS WAIVER PROCEDURE

A. A person needs an Access Waiver to operate in the areas depicted in red and green on the map below. The following are examples of items and activities that require a waiver: vehicles, pedestrians, equipment, or operations in any obstacle free zone (See AC 150/5300-13 Airport Design, as amended), runway protection zones (See AC 150/5300-13 Airport Design, as amended), and closed areas.



B. Businesses, employees, and persons must meet the requirements of AC 150/5210 before being allowed to conduct activities in and around the obstacle free zones, runway protection areas, and closed areas.

C. Any Access Waiver issued may be suspended, for a specific period of time or revoked for or breach of any of the conditions of the Access Waiver. The decision by the Airport

Manager to suspend or revoke an Access Waiver may be appealed to the Board as set out in Chapter I section 2.

D. All vehicles operated in the access area must have a radio capable of communication on the common traffic advisory frequency (CTAF). The radio must be operating and monitoring CTAF frequency and the radio operator must be trained in the proper communication procedures.

6. STATE AERONAUTICS LAW

The Nevada Revised Statutes chapters 493 and 495 are incorporated by this reference.

7. FEDERAL AVIATION ADMINISTRATION REGULATIONS

The FAA Federal Aviation Regulations and parts relevant to operations at, or on the Airport and any applicable National Transportation Safety Board (NTSB) regulations are incorporated by this reference.

8. PENALTIES

Any person convicted of violating the provisions of these rules and regulations may be punished by a fine not to exceed one hundred dollars for the first conviction, two hundred and fifty dollars for a second offense, and one thousand dollars or possible imprisonment in the County jail dependant on the violation.

CHAPTER II: AERONAUTICAL ACTIVITIES

1. AERONAUTICAL ACTIVITIES

All aeronautical activities at the Airport and all flying of aircraft departing from or arriving in the air space above the Airport must be operated in conformity with the current pertinent provisions of the FAA regulations and NOTAMS issued by the

Airport Manager or the FAA. The operators of aircraft and ultra lights at the Airport must abide by all of these Airport rules and regulations.

2. TRAFFIC PATTERNS, LANDING AND TAKEOFF

A. Powered fixed wing aircraft - the recommended approach and landings are: left-hand pattern for runways 30 and 34, right-hand pattern for Runways 12 and 16. The designated Airport calm wind runway is Runway 34. Forced landing practice and real emergencies may require deviations from these procedures.

B. The recommended traffic pattern altitudes to be flown are as follows:

- a. Light fixed wing aircraft-1,000 feet above Airport elevation.
- b. Jets and other high speed aircraft-1,500 feet above Airport elevation.

C. Except for in-flight emergencies, no fixed wing aircraft may land or takeoff on any taxiway, ramp or apron, road, non-improved surface or any decommissioned or closed runway, except for landings only on the unimproved Runway 30R.

D. The noise abatement procedures established at our Airport have been prepared to help you operate in the quietest manner possible, consistent with safety. The procedures are designed so the Airport can be a good neighbor to the surrounding residential communities. Please follow the recommended guidelines unless deviations are made necessary by weather, an in-flight emergency, or other safety considerations. It is recommended that all departing aircraft avoid flying over residential and identified noise sensitive areas listed as follows:

- 1. Departures on Runway 34 - as soon as altitude and safety allow, turn to a heading of 320° to avoid flying over the Johnson Lane residential areas to the

north, northeast of the departure end of Runway 34.

2. Departures on Runway 16 - as soon as altitude and safety allow, turn east or to the southwest to avoid flying over the residential area of Windhaven, Minden, and Gardnerville.

3. Departures on Runway 30 - as soon as altitude and safety allow, turn to a heading of 270° to avoid flying over or near the two residences situated to the north and south of the departure end of runway 30 (split the difference between the two residences.)

E. Glider and tow plane patterns - the recommended approach and landings are: right-hand pattern for Runways 30, 30 Right, and 34; left-hand pattern for Runways 12 and 16.

3. POWERED AIRPLANE OPERATIONS

A. No person may operate any aircraft in an unsafe, hazardous, or endangering manner, which may pose a threat or hazard to any person or property.

B. No aircraft may be taxied into or out of a hangar.

C. No aircraft may be parked and left unattended while an engine is running.

D. No person may leave any aircraft in a disassembled or partially disassembled condition or leave miscellaneous or loose materials on the public tie-down ramp except for normal assembly or repairs when authorized by the Airport Manager.

The Airport Manager may remove and place in storage any aircraft, parts, or materials at owner's expense, when there is a violation of this rule.

4. GLIDER OPERATIONS

A. Staging of gliders. It is recommended when the surface winds are calm or out of the northwest quadrant, that gliders be staged from the east side of Runway 30 in the glider staging area.

B. Ground handling. It is recommended that a radio call on common traffic advisory frequency (CTAF) be made that a glider hookup is in progress on a specific runway. The tow pilot and line people will visually check the other runway for traffic (on the ground and in the air). If another aircraft calls entering the traffic pattern or is noted in the traffic pattern without a radio call and takeoff cannot be made, the tow plane and glider will exit the runway for the landing aircraft. The following safety precautions are required.

1. All golf carts or other tow vehicles used to tow the gliders onto the runway must have a radio on and tuned to the CTAF frequency. All tow vehicles must have an orange and white checkered flag of not less than three (3) foot by three (3) foot in size.

2. Line people must stop at the hold line and visually check for approaching traffic before pulling the glider beyond the hold line and maintain visual awareness for traffic until they are back across the hold line.

3. After a normal landing, the pilot must immediately deplane and push the glider clear of the runway, unless another tow can clearly be accomplished without interfering with the use of the runway by other traffic.

4. All gliders towed across runways must be under the positive control of the

operator while approaching and crossing runways and at a speed that allow a stop in a safe manner.

5. HELICOPTER OPERATIONS

Helicopters will only use paved areas for landings and takeoffs. Helicopter operations may require additional planning review or a revision to the Airport Layout Plan to show parking areas and hover taxiing routes to the runways.

6. HOT AIR BALLOON OPERATIONS

A. Ground or retrieval crews must check in with the Airport Manager's office and receive permission prior to entering any operational areas on the Airport to retrieve balloons or have a current Access Waiver and must comply with these rules.

B. All ground vehicles, while retrieving balloons, may not park on the shoulders of or on active runways and taxiways.

7. PRIORITY OPERATIONS

A. During an emergency or exercise all disaster, medical relief, or military aircraft and responding fire-suppression aircraft activities have priority over all other activities and operations at the Airport.

B. The Airport Manager has the authority to remove any aircraft, vehicle, person, equipment and any other obstructions at owner's expense, impeding priority ground movements and activities of military and responding fire-suppression aircraft.

C. Unauthorized persons, vehicles, aircraft and equipment may not enter any staging and ground movement areas during military and active fire-suppression activities.

8. AGRICULTURAL AIRCRAFT

- A. Dusting, spraying or other flights of an agricultural nature are not allowed to takeoff from the Airport without direct authorization from the Airport Manager.
- B. Agricultural operators may not take any water from any water system without the proper air gap or other approved backflow prevention device.
- C. There will be no discharge, either chemicals or rinse water, from aircraft or ground equipment on Airport or other County property.
- D. The operator, unless contracted by the County, must contact the Airport Manager prior to commencing operations.

9. REMOTE-CONTROLLED MODEL OPERATIONS

- A. No person may operate remote controlled or control line models on Airport property or within Airport air space.

10. AIRCRAFT PARKING

- A. The operator, owner, or pilot of an illegally parked aircraft on the Airport must immediately move the aircraft at the direction of the Airport Manager to a legally designated area. An aircraft is legally parked if it is: on a designated tie-down slot; attended on a taxi lane; or behind the hold line on the glider staging area. If the aircraft is not moved in a timely fashion, the Airport Manager has the authority to move the aircraft to a designated area, at the owner's expense, and without liability for any damage that may result from the moving if due care is used.
- B. No person may park, store or leave any disabled or damaged aircraft, wrecks,

derelicts or parts anywhere on the Airport in public view. The aircraft or parts may be stored on approved property leased by an FBO, LFBO or SASO, screened by fencing from the view of adjacent roads and properties, or in hangars, while awaiting repair or disposal.

C. 10 days after written notice of the violation, the Airport Manager may cause the aircraft or its parts to be removed and placed in storage at owner's expense.

11. TIE-DOWN FEES

A. All aircraft and trailers on the Airport premises are subject to fees, set by the Airport Fee Resolution as adopted or hereinafter amended, including day use, overnight, and reserved monthly use. Tenants are responsible for the security of all aircraft and other private property entrusted to their care on the AOA or other locations on their leasehold premises or the Airport.

12. AIRCRAFT ACCIDENT/INCIDENT REPORTING

A. All accidents and incidents as defined by the NTSB shall be reported to the Airport Manager in addition to any accident reporting procedures required by the FAA or NTSB. Additionally, any minor accidents or incidents not requiring a report to the FAA or NTSB, but involving airport property must be reported to the Airport Manager within two (2) hours. If the accident or incident involves airport lighting or safety devices, the report must be made *immediately* so appropriate actions and repairs may be made. Determination of liability for repair costs shall be within the authority of the Board of County Commissioners.

B. Should the owner or operator fail, refuse or be unable to remove the aircraft or any of its parts within a reasonable time as determined by the Airport Manager and there

exists a hazard created by the presence of the aircraft or its parts, the Airport Manager may, with due care, cause it to be removed and stored away from the active or controlled areas. The cost of the removal and storage must be paid by the owner or operator of the aircraft. The County assumes no liability for this action.

13. AIRCRAFT FUELING

A. No aircraft may be fueled or de-fueled while the aircraft engine is running or while the aircraft is in a hangar or other enclosed area.

B. During all fueling or de-fueling operations the aircraft and fueling equipment must be properly bonded by an approved method.

C. Smoking or an open flame is prohibited within fifty feet of any fueling or de-fueling operation.

D. Self-fueling operations are only allowed after securing the applicable self-fueling permit from the Airport Manager. All self-fueling operations must follow the procedures and requirements contained in the permit. Self-fueling permits requiring on airport storage require a minimum average usage of no less than 10,000 gallons per month and all storage must be within the Airport storage farm and approved by the Airport Manager. All fuel containment must meet all regulations as written or amended.

E. Only a full service FBO or LFBO, who holds an Airport fuel concession agreement and permit, is allowed to sell aviation fuels at the Airport.

F. All fuel storage tanks and fuel dispensing vehicles must be marked and display all required items per FAA regulations, AC 150/5230-4A, NFPA, Douglas County Code

and operated in accordance with these Airport rules. Each fuel handling vehicle shall be conspicuously marked in letters of contrasting colors, with the word “flammable” on both sides and the rear of the cargo tank, and with the wording “emergency shut off” and of the appropriate operating instructions required at the emergency operating devices. Each fuel-handling device will also be conspicuously marked on both sides and the rear with the type and grade of fuel it contains.

G. Oxygen system servicing is not permitted during aircraft fueling operations or while other work is performed that could provide a source of ignition.

H. Fuel dispensing vehicles must be operated by licensed drivers that have been trained on the equipment they operate.

I. All fuel dispensing equipment must be properly maintained to be in a safe condition. The Airport Manager may, at his/her discretion perform periodic safety inspections of all fuel related equipment, training and testing procedures, records management and fuel storage facilities

J. All fuel truck drivers/operators must stop and exit the vehicle prior to the hold line and look for aircraft traffic prior to crossing any runways.

K. All fuel truck drivers must possess an Access Waiver and have passed the airport drivers training class within the last two years.

L. Fuel storage areas will be fenced, with gates and warning placards, prohibiting general public access.

- M. Aircraft and fuel servicing equipment (trucks, carts, hydrants, nozzles) must be bonded to each other and grounded before fuel flow starts.
- N. During fuel servicing, two (2) dry chemical fire extinguishers (15 pounds or larger) or CO2 equivalent will be available for immediate use.
- O. Storage of a volatile compound having a flash point of less than 110 degrees Fahrenheit is prohibited on the Airports unless use of the compound is required for aviation purposes, approved in writing by the local fire marshal, and in a room fireproofed or otherwise fire protected according to code.

14. FUEL SPILLS

All fuel spills on the Airport must be reported to the Airport Manager immediately. All fuel spills are the responsibility of the operator for clean up and remediation as required. Should the owner or operator fail, refuse or be unable to clean up a fuel spill within a reasonable time as determined by the Airport Manager and there exists a safety or environmental hazard, the Airport Manager may initiate the cleanup at the operator's expense plus 15% for administrative burden.

15. MAINTENANCE

- A. All aircraft and engine maintenance and repairs for compensation on the Airport are considered to be a commercial aeronautical activity, which requires an Airport commercial operator permit.
- B. Performance of maintenance or repairs to aircraft is expressly prohibited in all outdoor areas unless specifically designated by the Airport Manager as a pilot or owner maintenance and repair area.

C. Pilots or owners may do minor maintenance on their aircraft between sunrise and sunset in assigned public tie-down areas. They may also perform inspections and minor aircraft repairs which may involve topping off aircraft fluids, but may not involve fuel, hazardous materials, or other caustic liquids or materials, and in compliance with 14 CFR Part 43.

D. The Airport Manager has the right to inspect all tenant premises and to observe tenant activities as a condition to and method of preventing unsafe practices.

E. The cleaning of engines or other parts of an airplane within an enclosure shall be with non-flammable liquids. If volatile flammable liquids are employed, cleaning operations shall be carried on in the open air. The procedures and precautions outlined in the criteria of the National Fire Protection Association entitled, Safeguarding Aircraft Cleaning, Painting and Paint Removal and Aircraft Cabin Cleaning and Refurbishing Operations, will be adhered to in all cleaning and refurbishing operations using flammable fluids, including the storage of such fluids.

F. Petroleum products must have secondary containment of a size to contain 110% of the total volume stored.

16. HAZARDOUS OR DANGEROUS CARGO

A. The loading, unloading, storage or parking of aircraft or vehicles carrying explosive or highly toxic cargoes is prohibited except by prior written permission from the Airport Manager and only in areas designated.

17. SKYDIVING OPERATIONS

A. NOTAMs

1. Skydiving operations must be pre-approved by the Airport Manager. Skydiving operations will be permitted only for special events and will require waivers except under emergency conditions.
2. NOTAMs will be disseminated locally by the skydiving operator via facsimile a minimum of 48 hours prior to jump activity, to Minden-Tahoe Airport administration and Airport businesses. A list of Airport businesses will be provided by Airport administration to skydiving operator(s). Local dissemination must include time of jump, approximate position of jump aircraft, approximate position of jump zone and approximate length of time jumpers will be in the air.
3. If a NOTAM has been issued of greater than seven consecutive days, the skydiving operator will provide as up-to-date information as possible, disseminated locally via facsimile once per day and posted in a prominent location designated by Airport staff.

B. Radio Communications and Aircraft, Jumper Separation

1. The pilot in command of the jump plane will advise (prior to takeoff) the UNICOM operator of the intended jump activity and request any information about air traffic prior to any jump activity. If other aircraft are in the air or about to take off, the jump aircraft will coordinate with them for safety. If a glider tow aircraft and glider are in position to take off on any runway to commence a tow operation, the jump aircraft will hold off exiting jumpers until the tow aircraft and glider are safely away from any jump activity. The determination of “safely away” from any jump activity is under the control of the pilot in command of the jump aircraft.

2. If the glider tow aircraft does not initiate a takeoff roll within three minutes, the pilot in command of the jump aircraft can make a determination that the tow aircraft and glider are “safely away” from any jump operations and commence the jump operation at his discretion.
3. It is required that a radio call on UNICOM/CTAF be made prior to any jumpers exiting the aircraft at the following intervals: five minutes, two minutes, one minute. The transmission must include: approximate position of jump aircraft, approximate position of jump zone, and the approximate time jumpers will be in the air.
4. A radio call is required at the time jumpers are exiting the aircraft. The transmission must include: “jumpers are exiting the aircraft” and the approximate time jumpers will be in the air.
5. A radio call on the UNICOM/CTAF frequency from the pilot in command of the jump aircraft is required at the time jumpers are on the ground. The required transmission is “Minden-Tahoe traffic jumpers are on the ground.”

C. Jump Zone/ Safety

1. Skydiving operator will ensure ground safety personnel are located in the pre-determined and approved drop zone with two-way communication with the jump plane from takeoff until all skydivers are clear of the drop zone. If necessary, ground personnel will delay/cancel any or all drops based on unsafe conditions. Ground safety personnel must have knowledge of local powered and glider operations.

2. At the Airport Manager's discretion, the drop zone can be on the Airport.

CHAPTER III: VEHICLE OPERATIONS

1. VEHICLE OPERATIONS

A. No person may operate any vehicle or construction or farm equipment on the Airport except in accordance with these Airport Rules and Regulations and the laws of the state of Nevada and Douglas County Code. No person may operate any vehicle on the Airport under the age of 18 and must be a licensed driver.

B. No vehicle may operate in the Aircraft Movement Area of the Airport without a working radio tuned to the CTAF frequency. Vehicles must make an advisory call on CTAF when crossing any Runway.

2. VEHICLE OPERATION AREAS

A. No person may operate a vehicle on any obstacle free area, runway safety area, runway protection zone, closed area or other area designated by the Airport Manager closed to vehicular traffic. All persons operating any/all vehicles must have successfully completed the Airport's Driver Training Program within the past two (2) years.

B. Vehicles, with an aviation related purpose, are allowed to operate on the main ramp, provided they do not hinder or obstruct aircraft operations.

C. Vehicles with an Access Waiver are allowed on areas other than the main ramp.

D. All vehicles authorized with an Access Waiver by the Airport Manager to operate upon taxiways, runways, within obstacle free areas, runway protection zones and restricted areas must comply with all rules and regulations of movement of aircraft and vehicles must display the following:

1. Daylight hours - A checkered flag not less than 3 feet by 3 feet square of international orange checks and white checks not less than 1 foot by 1 foot square.

2. Between sunset and sunrise - An overhead blinking or rotating amber light, this shall be visible from all directions and of sufficient brilliance to be seen under clear weather conditions at a distance of at least one mile.

E. All vehicles registered to operate on public streets/highways must use Bliss road to access the east side of the Airport except with an aircraft under tow.

3. SPEED LIMIT

No person may operate a vehicle of any kind on the Airport without due care or in excess of 20 mph (unless otherwise posted).

4. RIGHT-OF-WAY

No person may operate or cause any vehicle of any type to hinder or create an inconvenience to any aircraft movement. All aircraft movements have the right-of-way over all forms of vehicle movements.

5. PARKING

A. All vehicles must be parked in designated areas and will be subject to parking

fees after seven days of continued parking or overnight as established by the current Airport fee resolution.

B. Tie-down tenants may park their vehicles in their designated tie-down spots in a manner not obstructing other tie-down spots or interfering with aircraft movement or construction projects when the aircraft is away on a trip.

C. No person may park on the aviation side of the Airport the following: motor homes, boat trailers, or other types of equipment that are not aviation related.

D. Parking within the private hangar section of the Airport is limited to the following: designated parking slots at the end of the hangar rows not to exceed five (5) days, one tenant vehicle per parking slot.

E. All vehicles must have a current license and registration and have general liability insurance.

6. ACCESS GATES

The Airport may establish controlled access areas that require the use of access media. The fees for this media will be approved by the Board.

7. VEHICLE ACCIDENT REPORTING

All accidents involving any type of vehicle or trailer on the Airport must be immediately reported to the office of the Airport Manager or to the sheriff's office.

8. PARKING VIOLATION ENFORCEMENT

A. The Airport Manager has the authority to have any vehicle and equipment, moved or removed at owner's expense plus any storage fees accrued when any of the

following occur:

1. A violation of these Airport Rules and Regulations.
2. An emergency incident or occurrence.
3. After notice, the vehicle or equipment impedes or interferes with maintenance of the Airport or construction projects.
4. The vehicle or equipment impedes aircraft operations, creates a nuisance, hazard, or is unsightly or is in a state of disrepair.
5. A vehicle or trailer is not legally registered.

B. Any commercial operator or its officers, agents, employees or clients, and any other individual Airport users who violates or fails to comply with this section may lose the use of the Airport. Any decision by the Airport Manager involving the loss of use privileges pursuant to this subsection must be necessary to avoid endangering persons and property and to insure the safe operation of the Airport and be in accordance with chapter I, section 2.

CHAPTER IV: PERSONAL CONDUCT

1. USE OF AIRPORT PREMISES

The Airport is open for public use at all hours of the day and night, subject to regulations or restrictions due to weather, conditions of the landing areas, military or fire suppression activities, maintenance and construction projects and like causes, as determined by the Airport Manager, or the suspension or revocation of the use of the Airport for violation of the Airport rules and regulations.

2. COMPLIANCE WITH SIGNS

All persons will observe and obey all Airport posted signs, fences, barricades and any Airport markings for signs required by AC150/5340, or as amended.

3. PEDESTRIANS

A. Pedestrians may not enter any taxiway, runway, obstacle free zone, runway protection zone, restricted area or area closed to the public, except as allowed by the following:

1. When issued an Access Waiver by the Airport Manager or as a pilot in connection with aeronautical activities.

2. Under safe personal conduct by an authorized commercial operator with an Access Waiver, or his employee.

3. All of these privileges are limited to the Airport Manager's authorization by Access Waiver and to the necessary use of these spaces in connection with flight operations, inspections, routine duties, maintenance, commercial operations and construction.

B. The movement of aircraft has the right-of-way over all pedestrians and pedestrian activities.

C. No person may linger or loiter on or around any aircraft, or enter any aircraft without the owner's permission or other proper authorization.

4. ANIMALS AND PETS

Any animal brought onto Airport property must be confined to a cage, vehicle or

hangar, or on a leash or other means of restraint.

5. SOLICITATIONS

No person may solicit funds for any purpose without the approval of the Airport Manager.

6. FIREARMS, HUNTING

A. No person may store firearms, explosives, ammunition or other hazardous materials on the Airport unless given written permission by the Airport Manager.

B. No person, except peace officers, duly authorized state and federal employees, and holders of a Nevada concealed firearm permit, may carry firearms on Airport property. A concealed weapon permit holder shall not carry a concealed firearm while on the premises of a public building on the Airport. This subsection does not apply to persons carrying or possessing firearms in cases, broken down and unloaded, when the firearms are being transported for the purpose of sale, demonstration, sport activities, or as otherwise authorized by law.

C. Hunting is prohibited on Airport property.

7. USE OF PORTABLE ELECTRONIC DEVICES

The use of any electronic devices including but not limited to; personal cell phones, electronic games, digital assistants, Ipods, CD/DVD players Ipads, smartphones, computers, or other personal electronic equipment shall be prohibited while operating within the Aircraft Movement Area. Text messaging or sending instant messages shall be prohibited while operating any moving vehicle, or while performing any type of fueling operation, aircraft maintenance or safety related function on the Airport.

Use of cell phones is prohibited within 50 feet of any fueling operation.

8. ADVERTISEMENTS

No person may display in public view any sign, poster, banner or other message conveyance device without prior written authorization from the Airport Manager and unless it meets the requirements of Douglas County Code, Chapter 20.668, "Sign and Advertising Control". Any sign requiring a permit must be approved by the Airport Manager.

9. DAMAGE, NUISANCE OR DUMPING

A. No person may destroy, deface, injure, remove or disturb in any way buildings, signs, aircraft, vehicles, equipment, markers, nav aids or other property on the Airport. Any such person will be fully responsible for any expense required to repair or replace the damages.

B. Any person damaging Airport property must immediately report the damage to the office of the Airport Manager or to the sheriff's office.

C. No person may deposit, or cause to be deposited, any garbage, junk, refuse, trash or other waste material on Airport property except in an authorized receptacle.

D. Airport tenants may not store equipment, materials, trailers, vehicles and other items on the Airport unless screened from public view or authorized by the Airport Manager.

10. CAMPING

A. No camping, or overnight parking of inhabited motor homes, trailers, and vehicles

is allowed on Airport property except within the Airport designated camping area. Camping and overnight parking within the glider operations area or any aviation area is prohibited.

B. Camping is permitted from April 1 through October 31 of each year. Camping is allowed for a maximum of 28 days unless otherwise authorized by the Airport Manager.

C. All camping, overnight parking of inhabited or occupied motor homes, campers and vehicles must be in designated parking areas and be registered with the office of the Airport Manager before the activity. All applicable fees and charges are to be pre-paid prior to parking on the Airport.

D. There is no storage of motor homes or camper trailers allowed on the Airport except in a designated storage area. (Douglas County Code 20. 660.150 C).

E. No vehicles, trailers, or boats may be left on the Airport for more than thirty (30) days without prior permission from the Airport Administration. Certain fees may apply.

CHAPTER V: COMMERCIAL OPERATIONS

1. MINIMUM STANDARDS

All commercial operations are regulated by the conditions, requirements and obligations contained in the Minimum Standards for Commercial Aeronautical Activities as adopted and amended by the Board.

2. COMMERCIAL OPERATOR AGREEMENT/PERMIT

All commercial operators must secure and meet all conditions and requirements of the commercial operator agreement prior to engaging or conducting any commercial activity on the Airport. Following execution of a commercial operator agreement, the Airport will issue a Commercial Operator Permit to be displayed in a noticeable area of the business. The Permit will be renewed annually upon receipt of notification of insurance renewal.

CHAPTER VI - MISCELLANEOUS PROVISIONS

1. FLYING CLUBS

A. A flying club must be a nonprofit organization as evidenced by articles of incorporation or appropriate legal documents. Each member must be a bona fide partial owner of club aircraft. A verification of nonprofit status must be submitted to the office of the Airport Manager annually by a properly notarized statement signed by a club officer affirming the club's continuing nonprofit status.

B. The club's aircraft may only be used by members for rental and not for commercial operations.

C. A flying club member who gives flight instruction to a member or does maintenance work on club aircraft for compensation is deemed a commercial operator unless that compensation is solely credit against club dues or credit toward the expense of using a club aircraft.

D. The club must file and keep current with the Airport Manager a complete list of the club's officers, directors, and general membership, and must list its members qualified to perform the services described in subsection C above.

E. All aircraft must be owned by the nonprofit corporation or owned in common by all members. The ownership must be evidenced by a copy of each club aircraft's current FAA Certificate of Registration upon request by the Airport Manager.

2. POSTING OF THE AIRPORT RULES AND REGULATIONS

A. These rules and regulations must be posted in a prominent place in the offices of all FBOs, LFBOs and SASOs, the Airport terminal, and be available for officials of special events.

B. A copy of these rules must be on file at all times in the office of the County Clerk and in the office of the Airport Manager.

C. Copies of these rules will be available to applicants and interested parties upon request to Airport Manager.

3. FUEL FARM

A. Smoking is not allowed in the fuel farm.

B. No open flames or power tools that produce sparks are allowed in the fuel farm.

C. Activities not immediately associated with dispensing or deliveries of fuel are permitted in the fuel farm.

D. Only aviation grade fuels and oils, and similar products used for aviation fuel trucks or aircraft, may be stored in the fuel farm. All temporary storage of fuel or oils must be in properly marked containers and stored in a containment area.

Temporary storage plus any fuel truck capacity cannot exceed the containment area capacity.

E. The access gates are to remain locked, power to the fuel pumps turned off and key removed from ignition, except when the fuel farm is occupied by personnel.

Approved as to form

District Attorney

Approved as to content and
recommended for approval:

Minden-Tahoe Airport Manager